

NLA Paraprofessional Board Meeting
 February 6, 2009, 10:30 AM
 Omaha Public Library Swanson Branch

I. Call to Order-Mary Gubbels

Attendance: Present: Mary, Angela, Terri, Janet, Martha, Jennifer
 Absent: Evis, LaRaine, LaRae

Mary reported that Evis Zamora, Plattsmouth Public Library, who accepted the Bylaws committee chair position, may be unable to attend very many meetings because of staffing reductions at her library. LaRae Worden was just put on the e-mail list so didn't know about the meeting in time to attend. Mary had not heard from LaRaine before the meeting. (Note: Mary received an e-mail from LaRaine on Friday. She is in Texas taking care of her mother and hasn't been able to check e-mail often.)

Approval of Agenda: Angela moved to approve and Terri seconded. Motion passed.

Approval of Minutes: Angela moved to approve and Terri seconded. Motion passed.

II. Officer Reports

a. Chair

Mary reported that she attended the NLA Board Meeting January 16, 2009. Her report to them is attached. She shared the following information from that meeting in her report to us:

LaRae Worden is the Para Rep for the NLA membership committee. Her address information:

LaRae Worden
Northeast Community College Library
PO Box 469
Fremont, NE 68702-7392
402-844-7130
larae@northeastcollege.com

NLA Executive Director reported Para membership paid for 2009 is currently at 26.

NLA added a per-session registration rate for the 2009 conference. 2009 rates are below:

2009 Conference
 Registration Rates

		Early			Late			On-site	
	Mem	Non	Student	Mem	Non	Student	Mem	Non	Student
Full	\$60	\$75	\$25	\$70	\$90	\$35	\$85	\$110	\$45
1 Day	\$35	\$60	\$20	\$50	\$75	\$30	\$65	\$95	\$35
Session	\$15	\$20	\$10	\$20	\$30	\$15	\$25	\$35	\$15

By-laws and Handbook Committee members will contact sections to check that the most recent version of the by-laws is in the handbook. We are current.

b. Vice-Chair –written report below:
Angela Kroeger

On 12/16/2008, we launched the *Paraprofessional Section Blog* to gather suggestions for sessions for Fall Conference. <http://nla-paraprofessionals.blogspot.com/>

As of 2/4/2009, we have received 11 session ideas:

- *Camtasia for Digital Tutorials* (suggested by Steve, seconded by lakeveran)
- *Dressing for the Job/Dress for Success* (leftover spring meeting suggestion, seconded by anonymous comment) **Robin Bernstein was suggested as a speaker**
- *The Library as Third Place: Increasing Your Library's Value to Your Community.* (suggested by Angela, seconded by anonymous comment)
- *Evaluating Videos* (suggested by Janet) (potentially co-sponsor with TSRT)
- *OCLC: Friend or Foe?* (suggested by Angela) (potentially co-sponsor with TSRT)
- *Online Reference Question Protocol* (suggested by Terri)
- *Desktop Author* (ebook-making software) (not sure if this was a suggestion or just a comment by lakeveran)
- *One Book For Nebraska Kids or One Book For Nebraska Teens* (suggested by anonymous comment) **Suggested that we possibly partner with SCYP**
- *Volunteer Retention* (suggested by Mary)
- *ALA Code of Ethics* (suggested by Janet)
- *How to Use Memberclicks* (suggested by Janet)

According to the *NLA Handbook*, Section 5.2, we must sponsor 3 or 4 programs at fall conference. On 2/3/2009, Scott Childers contacted the NLA Continuing Education Committee for the first time, officially calling us together. At present, there is still no *Conference Planning Manual* available on the NLA web site, although Scott says it's coming soon. In the meantime, he suggested we focus on gathering session ideas. Proposals that fit the theme of *Libraries: Bridges to Information* will be given priority consideration. Also, the committee was asked to avoid repeating sessions from spring meetings.

Angela said she felt the blog has worked well. With no planning manual available, there are also no specific session proposal forms or deadlines to submit proposals.

Angela also got some old para files from the 1990's from a co-worker. Janet will look over these for ideas before discarding.

Meeting was interrupted for a bagel break. Thank you Martha! Meeting continued as we munched.

c. Secretary-Treasurer Report

Jenni submitted 2008 4th quarter and cumulative financial report to NLA treasurer, Julee Hector. We do not receive a 1099 form because the interest on our account is under \$10.00 so could not submit that to NLA. We are responsible for collecting sales tax on any sales so we owed \$5.63 from 2008 t-shirt sales. Check sent to NLA this week. Julee sent the rules for future sales and Janet reported that these are now posted on our website. Next quarterly report is due in April.

Prior to the meeting, there was e-mail discussion about having a second signature on the bank account in addition to the treasurer. Janet pulled the following from the board check off list: - *(Treasurer/Chair) every new treasurer changes signature cards on the checking account, so we always have 2 names there, treasurer and chair. Change the Treasurer's backup signer from the current chair to a three-year term, so one person would serve through their Vice-Chair/Chair-Elect, Chair, and Past-Chair years.* Angela agreed and this will be taken care of after the meeting at a local Wells Fargo branch.

The current checks have Jenni's office address. Since we have about 60 checks remaining, we will use these, using address labels with my address. Future checks may contain NLA Paraprofessional section with no address.

Three \$20 gift cards were purchased from Barnes & Noble for spring meeting speakers. Janet or Jennifer will present these. After discussion about whether Terri could attend the spring meeting remotely from North Platte, and how to make Secretary/Treasurer report, Jennifer offered to present the report in Lincoln. Using PowerPoint was also discussed. Martha will ask the speakers about paying mileage for spring meeting.

2009 budget: Proposed budget was handed out. We didn't need to decide how many Legislative Day scholarships to award since Jennifer reported no one had requested scholarships. \$100 was budgeted for mileage. Angela found in the bylaws: *Members of the Executive Board may request [mileage](#) reimbursement to one Executive Board meeting a year. The amount per mile will be the current state government rate.* There was a discussion about NLA registration amount for Chair and Vice-Chair when needed. Terri will look in back records to see what was included in past payments. General decision was to pay for 2-day registration and NLA and PARA luncheon cost. It was suggested that we try and sell the remaining 22 t-shirts at spring meeting for \$5.00 and \$7.00 (2XL). Prices will include sales tax (at 7% tax-\$4.67+.33 and \$6.54 +.46).

Jennifer suggested we accept the budget as written. Angela made the motion and Terri seconded. Motion passed. Budget report is attached. Ending balance is now \$278.60.

III. Old Business

a. Spring Meeting Update-Martha

All sites are set up and listed on the website. The Sidney site was changed this week to Educational Service Unit #14, 1114 Toledo, Sidney. Martha would like to have a list of 2008 attendees with e-mail addresses so she could send reminder e-mails directly. She was going to ask Becky Pasco to add a notice post for students. She is still waiting for a short

presentation description from Laureen. Janet said she had a short description on the website announcement. She hasn't heard from the library commission about the grant for the NETV fee of \$684. Legacy funds are not available for spring meeting programming. Lunch options were discussed. She will ask Nancy Meyer about being hostess in Omaha. Jennifer asked if there would be a reduced rate for students. We decided to just have the two levels of registration as decided in December. We will still do paper handouts this year and will ask on the evaluation form about using electronic forms for handouts next year.

b. Scholarships

We will see how many scholarship applications before deciding if we include lunch in the scholarship awards. Deadline for spring meeting registration is March 12.

IV. New Business

a. Fall Conference "Libraries: Bridges to Information"

Angela will compile the session suggestions for a blog post again, encouraging people to vote on the suggestions. Accepted suggestions will depend on the most votes and finding speakers willing to do them. Martha read through her list of suggestions for spring meeting sessions and added "Why get a degree?" We discussed having a balanced discussion on this topic if selected. Angela noted that Scott Childears discouraged redoing spring meeting sessions as fall conference sessions. Also added was: "Weeding collections," and "Genealogy at the library." "ALA code of Ethics," could be a partner session with PLTS. Mary suggested Karen Drevo as a possible speaker for this topic. Angela said we must do 3 or 4 sessions and suggested we stick to 4 sessions. We discussed our favorites and Angela made note of them.

b. Scavenger Hunt

We will do the scavenger hunt at NLA conference again. Janet said that the board decided to do scavenger hunts for 3 years and then take a break. Angela suggested a theme of "Little Bridges" which closely resembled Janet's idea of "Bridges". Suggestions for objects included using names of people and movies that included Bridges (*Nash Bridges*). Mary said she had a large number of CD jewel cases that could be used to frame pictures of bridges in addition to using miniature bridge objects such as miniature railroad bridges. We have to be careful of copying copyrighted materials. SCYP section was given publicity for helping sponsor the 2008 scavenger hunt and hasn't paid their donation so need another reminder. We will do another raffle, using another I-Pod or other electronic device as the prize.

c. Board Award

The agenda included the information from the bylaws about giving a board award. This is a good incentive to get people more involved and we were encouraged to think of people to nominate.

d. Names for Officer Nominations (added to agenda by Janet)

Nominations are needed for Vice-President. Getting more members in the PARA section was discussed at this point. Jennifer will be sending out e-mails about PARA section scholarships and Martha and Terri, as previous scholarship winners, were asked to send Jennifer blurbs about receiving scholarships to join the section. Janet handed out a list of the 2008 PARA section members and members who have paid 2009 dues. LaRaine is in charge of nominations but all of us need to help with this.

V. Committee Report

- a. Bylaws-no report
- b. Citations & Publicity
Jennifer said we covered all of her reports earlier in the meeting. She will send out e-mails for scholarships for spring meeting and PARA section dues.
- c. Membership-no report
- d. Newsletter & Web
Janet is continuing to do the web page. Her report included the dates of other section spring meetings, which will also be in the Keynote. She pushed the Keynote deadlines to Feb. 10th for material submission for the Feb. 13th Winter/Spring newsletter. She still needs:
 - Biographical information on **Evis and LaRae**
 - Advertisement for Para of the Year & thanks to out-going board members-**Jennifer**
 - Pictures from Fall Meeting-**Jennifer**

VI. Next Meeting Date-March 18, 2009

VII. Adjournment

Meeting adjourned at 1:15 PM

Submitted by Terri Johnson, Secretary Treasurer

Mary's report to the NLA Board is below:

Paraprofessional Section Report
NLA Meeting
January 16, 2009

G-2

The Paraprofessional Board met on December 5, 2008 at the Sump Library in Papillion.

The Spring Meeting sessions are finalized and scheduled for Wednesday, March 18, 2009.

Registration fee structure for the spring meeting was simplified to \$10 Paraprofessional Section Member and \$15 Non-Member with additional \$5 for lunch for both.

An email was sent to library directors to encourage staff to join the Paraprofessional Section when renewing their NLA memberships.

The Paraprofessional Section has a Blog Spot to solicit suggestions for fall conference programs.

nla-paraprofessionals.blogspot.com

Respectfully submitted,
Mary P. Gubbels, Chair
Paraprofessional Section

Paraprofessional Budget Report 1-6-09					
	2008 Actual	2009 Projected	2009 YTD	Percentage	% 2009/2008
Training					
Spring Meeting					
Speaker fees/thank you	\$146.76	\$140.00	\$60.00	43%	41%
Site fees					
Lincoln	\$535.00	\$683.70		0%	0%
Parking		\$0.00			
Omaha		\$0.00			
Sidney		\$0.00			
Postage & Copies	\$52.55	\$75.00		0%	0%
Refreshments					
Lincoln	\$22.55	\$40.00		0%	0%
Omaha		\$10.00			
Lunch					
Lincoln	\$131.52	\$130.00		0%	0%
Omaha	\$31.90	\$35.00		0%	0%
Misc.		\$15.00		0%	
Total Spring Meeting Budget	\$920.28	\$1,128.70			
Fall Conf.					
Workshops	\$217.20	\$200.00		0%	0%
Raffle expenses	\$63.90	\$75.00		0%	0%
Scavenger Hunt expenses	\$234.34	\$300.00		0%	0%
Registrations-Chair & Vice Chair	\$145.00	\$216.00		0%	0%
Scholarships					
'09 Conference	\$50.00	\$200.00		0%	0%
Spring Meeting	\$30.00	\$40.00		0%	0%
Leg Day '09		\$30.00		0%	
Para section adds		\$50.00		0%	
Paraprofessional of the Year	\$50.00	\$100.00		0%	0%
Board Award	\$35.00	\$50.00		0%	
Promotion					
Keynote: Spring		\$10.00		0%	
Fall		\$10.00		0%	
Publicity-mailings, pens, pins, etc.	\$3.62	\$100.00		0%	
Pens	\$239.04				
T-shirts	\$349.53		\$5.63		sales tax on t-shirts sold in 2008
Mileage		\$100.00			
Miscellaneous	\$69.01	\$50.00		0%	0%
TOTAL Expenses	\$2,406.92	\$2,659.70	\$65.63	2%	3%
Projected Income					
Beginning Cash balance	\$587.40	\$344.21	\$344.21	100%	59%
Grants/Other funding	\$535.00	\$684.00		0%	NLC letter of intent funds
Spring Mtg. Registrations	\$460.00	\$500.00		0%	0%
Membership Dues	\$634.50	\$600.00		0%	
Raffle tickets	\$223.00	\$200.00		0%	
Workshops					
Scavenger Hunt donations	\$225.00	\$200.00		0%	SCYP donation still coming
Tshirt sales	\$86.00				
Miscellaneous/ Donations					
Interest	\$0.23	\$1.00	\$0.02	2%	
TOTAL Income	\$2,751.13	\$2,529.21	\$344.23	14%	13%
		End Balance			
Bank Account Balance:		\$278.60			